

TRAVEL AUTHORIZATION FORM

1 - REQUEST INFORMATION

Name: Chloe Ross

Date: 6-Sep-17

Department: Mayor

Acct/Service Unit to be Charged: _____

Travel Reason (be specific): Priority Based Budgeting Summit

Check the box that applies to the travel being conducted
 No portion of the travel expenses for this trip are being paid for by a vendor or potential vendor of the City.

Benefit to the City of Boise: Attendees will learn how to continue the efforts of PBB into the next fiscal year through integration of the results into the FY18 budgeting process and decision making

All, or a portion of this trip is being paid for by non-city funds and has been reviewed and authorized by Legal AND Human Resources OR the Ethics Commission. Send this completed form and any other relevant information to BCAO@cityofboise.org for review and approval. Allow 5 business days for Legal and HR review.

Destination: Englewood, CO

Date and Time of Travel: October 3-6, 2017

Duration of Travel: 4 days

Other Employees Attending This Function: Yes, Brent Davis and Eric Bilimoria

Transportation Used: Air Personal Vehicle City Vehicle Car Rental

2 - COSTS

	Cash Advance	Cash Reimbursement	Dept. PCard	Invoice/Voucher	Explanation
Travel to Site			\$337.91		
Car Rental/Shuttle					
Lodging			\$534.00		3 nights at \$178 a night
Per Diem (less meals provided)	\$207.00				3 breakfasts, 3 lunches, 3 dinners, and 3 incidentals
Registration Fees			\$195.00		
Other (be specific)					
TOTAL:	\$ 207.00	\$ 0.00	\$1,066.91	\$ 0.00	

Cash Advance Requested: _____

3 - APPROVALS

Employee signature CR Date: 9/7/17

Supervisor signature Mary Jane Johnson Date: 9/7/17 Approved Denied

Other Required signature _____ Date: _____ Approved Denied

Other Required signature _____ Date: _____ Approved Denied

Mayor's signature (if required) _____ Date: _____ Approved Denied

Date of Council Review: 9/12/17